

## Senior Policy and Planning Specialist

Metro Strategies Group seeks a versatile senior-level policy and planning specialist. This full-time position is expected to provide strategy for various transportation-related research and policy initiatives and successfully manage client projects.

Key responsibilities include managing a major client account for Metro Strategies Group and acting as an extension of the client's staff. This entails fully learning the various departments and coordinating and facilitating meetings. The position will also support other service areas or clients including stakeholder and public engagement, grant-writing and project funding services as well as non-transportation research and planning projects.

The successful candidate will have superior research, writing and communications skills with proven experience in producing quality deliverables. Experience working with the public sector on policy, transportation and community issues is preferred. Candidates must have the ability to travel to client locations throughout the Chicago region and collar counties.

### Key Duties:

- Manage various size research, policy and planning initiatives.
- Write technical reports.
- Review, research and summarize best practices.
- Collect and analyze data.
- Plan, facilitate and implement stakeholder and/or public engagement strategies including surveys, interviews, focus groups and meetings.
- Develop strategic outreach, communications and project plans, including messaging and timelines for implementation.
- Research planning and infrastructure funding opportunities.
- Prepare grant applications for various clients and projects.
- Plan and facilitate internal and external project team meetings.
- Produce deliverables including fact sheets, project reports, research memos and other project-related materials.
- Provide direction to project team on key deliverables and implementation.
- Ensure quality assurance and quality control on every project.
- Monitor project scopes and schedules to ensure projects stay on track.
- Build and maintain strong relationships with partners, client staff and external stakeholders.
- Raise new and innovative ideas for implementation.
- Execute all other project management duties that arise.
- Assist with proposal development as required.

### Required Skills:

- Knowledge of public policy including local and regional issues, community and business leaders, elected officials and planning agencies.
- Superior research and writing skills and ability to create clear, concise communications.
- Strong interpersonal and verbal communication skills.
- Grant-writing experience is a plus.

- Consulting experience is a plus.
- Proven experience in project management.
- Must be able to juggle and prioritize a variety of tasks and projects simultaneously.
- Ability to solve problems and recommend solutions to overcome challenges.
- Ability to be flexible, well-organized and self-sufficient in a fast-paced environment.
- Supervisory experience preferred.
- A minimum of a bachelor's degree in Planning, Political Science or equivalent related fields combined with relevant work experience. A master's degree is preferred.

### **Compensation and Benefits:**

The salary range for this position is \$70,000 - \$90,000 depending on experience. Benefits include paid time off (vacation, holidays, personal days and sick time), hybrid work schedule, professional development opportunities and a company contribution towards employee health insurance. Eligible employees can also enroll in voluntary dental and vision insurance and a 401k retirement plan.

### **To Apply:**

All of the following are required to apply for this position: cover letter, resume, references and supporting materials such as work or writing sample. Please submit application materials to Seema Wadia at [swadia@metrostratgroup.com](mailto:swadia@metrostratgroup.com).

### **About Metro Strategies Group, LLC**

Metro Strategies Group specializes in providing solutions around outreach and communications, policy research and best practices, funding and building consensus for projects. With a deep knowledge base spanning multiple industries from transportation and stormwater management to economic development and environmental issues, we tailor our approach to best meet our clients' needs. Metro Strategies Group is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.